



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

### REQUIRED CRIMINAL BACKGROUND DISCLOSURE

The Superior Court has a policy that applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number and recency, may be disqualifying. Outstanding cases must be resolved to receive clearance.

All applicants for San Diego Superior Court employment are required to complete and submit a disclosure of past criminal convictions on the Background Investigation Form (*See opposite side of sheet*). This information will be maintained separately and confidentially by the Superior Court Human Resources Division, and will **NOT** be available to managers interviewing to fill vacant positions.

#### Instructions:

1. Complete Part 1, the identifying information section at the top of the form.
2. Complete Part 2, the criminal conviction disclosure section.

Note: You may omit:

- *Minor traffic infractions;*
  - *Offenses adjudicated in Juvenile Court*
  - *Convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; or resolved by pre-trial diversion; or misdemeanor convictions where probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Pen. Code § 1203.4.*
  - *Convictions for the following offenses, as they relate to marijuana, two years from the date of conviction: possession (Health & Saf. Code § 11357( b) or (c)); giving away or offering to give away, transporting, offering to transport, or attempting to transport not more than 28.5 grams (Health & Saf. Code § 11360 (b)); possession of paraphernalia (Health & Saf. Code § 11364); presence where controlled substances are being unlawfully used (Health & Saf. Code § 11365); or unlawfully using or being under the influence of controlled substances (Health & Saf. Code § 11550).*
3. Complete Part 3, the section on public records. The Superior Court considers conviction records as part of the background investigation process. The court will provide copies of such public records unless the applicant has waived the right to receive them. If the court does not hire the applicant based on the information obtained, the court will provide the records even if the applicant has waived the right to receive them.
- Note: Information provided by the California Department of Justice (DOJ) is considered to be confidential, and therefore cannot be disclosed by the court. Applicants can contact the DOJ to obtain this information. Information contained in the local records check is also confidential, but the court can provide a summary of the case information which was disqualifying, and, if desired, applicants can obtain copies of information in their case files at the court location where the case resides.
4. Sign and date the form at the bottom.
  5. Submit the Background Investigation Form along with a copy of your driver's license or California Identification card, a copy of your Social Security Card and your Superior Court Application to the Superior Court Human Resources Division at:

San Diego Superior Court  
Attention: Human Resources  
P.O. Box 120128  
San Diego, CA 92112-0128



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

## BACKGROUND INVESTIGATION FORM

**NOTE: You must attach a copy of your driver's license or California Identification card and a copy of your Social Security card. This is required to obtain the necessary security clearance.**

### Part 1: Identifying Information

Position for which applying \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Other names you have used \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Driver's License \_\_\_\_\_  
State Number Expiration Date

SSN - - Date of Birth / / Place of Birth \_\_\_\_\_  
Mo/Day/Yr. City & State

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

### Part 2: Convictions

Have you ever been convicted of an offense against the law? You may omit the offenses listed in #2 on the reverse of this form.

☐ YES

☐ NO

While in military service, were you ever convicted by a general court martial?

☐ YES

☐ NO

Give details below for an answer of "YES" to either of the above.

DATE	CHARGE	PLACE	COURT	ACTION TAKEN
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### Part 3: Public Records

☐ I elect to receive:

☐ I elect not to receive:

a copy of any public record (conviction record) obtained pursuant to this background investigation. (Please see #3 on the back of the form.)

**APPLICANT'S CERTIFICATE:** All answers and statements in this document are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers will result in immediate disqualification or dismissal from San Diego Superior Court. I authorize the San Diego Superior Court to investigate my present and past record or character including, but not limited to, employment records and criminal history which could include information of a confidential or privileged nature. I release you, your organization, or others from liability or damage which may result from furnishing the information required.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant